



California Department of Consumer Affairs



CEA

CAREER EXECUTIVE ASSIGNMENT

THE DEPARTMENT OF CONSUMER AFFAIRS PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

www.dca.ca.gov

POSITION: CHIEF, DIVISION OF INVESTIGATION (CEA 2)
(Peace Officer Standards and Training Certification required)

LOCATION: SACRAMENTO

SALARY: \$7302.00 TO \$8051.00 per month

FINAL FILING DATE: OCTOBER 2, 2006

DUTIES AND RESPONSIBILITIES

Chief, Division of Investigation, under the direction of the Chief Deputy Director, Department of Consumer Affairs, plans, organizes and directs the Division's Headquarters and field activities; allocates staff and budget among the various enforcement activities and regional/field offices; ensures staff are trained in accordance with the Commission on Peace Officer Standards and Training requirements and bargaining unit agreements; oversees the activities of the Special Operations Unit, which performs the department's internal affairs functions and ensures the employee investigations are conducted objectively and in full compliance with applicable laws and regulations; establishes and maintains cooperative working relationships with the Attorney General's Office, other regulatory law enforcement agencies and departmental staff; establishes, implements, monitors and enforces statewide policies, procedures, productivity and performance standards and develops and implements such systems; identifies and establishes new and improved technologies and procedures designed to reduce cost and increase the level of service to client agencies; analyzes legislation impacting the Division and/or its regulatory programs and makes recommended improvements to facilitate the Department's investigation and regulatory programs; functions as the principal consultant to the Directorate on law enforcement issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

PEACE OFFICER REQUIREMENTS

The Chief, Division of Investigation, is a peace officer position and therefore subject to the State of California's standard requirements for peace officers. These requirements include successful completion of a background investigation, disclosure of felony convictions (pursuant to Government Code 1029), U.S. citizenship, and successful completion of a medical evaluation, including a psychological screening. In addition, this position requires possession of a valid California Class C Driver's License.

DESIRABLE QUALIFICATIONS

- Knowledge of investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing others performing investigatory work;
- Knowledge of the activities of a regulatory agency and the Administrative Procedures Act;
- Knowledge of methods used in program evaluation and experience that demonstrates the ability to manage a complex program;
- Knowledge of the budget process, personnel management and a working knowledge of the legislative process;
- Experience analyzing complex program issues or systems problems and develop policies or specific solutions;
- Ability to manage a multidisciplinary program, including planning, organizing, and directing program operations and experience in strategic planning, policy development and organizational awareness;
- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results;
- Possess the ability to manage professional staff and be able to effectively interact with Federal, State and local agencies, consumer, industry and professional groups, and departmental staff.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) **with official or civil service titles and dates** of experience. (Applications without official or civil service titles will be rejected.) and
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the desirable qualifications, with emphasis on the factors listed in the screening criteria below. The Statement should be no more than two pages in length. **Note:** Resumes are optional and **do not take the place** of the Statement of Qualifications.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

SCREENING CRITERIA

The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
- Number of years and the type of external contacts (e.g., Legislature, control agencies, etc).
 - List the level, extent, and nature of those contacts.
- Years of managerial experience as, or equivalent in level to, Staff Services Manager II.
- Years and type of experience: making clear and convincing presentations, representing and speaking for an organizational unit, presenting to those within and outside the office, such as directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups.
- Years and type of experience planning, developing and managing a complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Years and breadth of experience in strategic planning, analyzing complex program issues, and developing policies or specific solutions.
- Years and breadth of experience in the information technology field.

The Application and Statement of Qualifications are to be submitted to:

Mail to:
Department of Consumer Affairs
Selection Services Unit/Attn: KC Groppe
P.O. Box 980428
West Sacramento, CA 95798-0428

Hand Deliver to:
Department of Consumer Affairs
Selection Services Unit/Attn: KC Groppe
1625 N. Market Street, Suite N 321
Sacramento, CA 95834

Applications (Std. 678) and Statements of Qualifications (application packages) must be **POSTMARKED** or **RECEIVED** by **October 2, 2006**. Application packages postmarked, personally delivered, or received via interagency mail after the October 2 2006 **will not** be accepted for any reason. Do not submit application packages to the State Personnel Board.

Application packages must have an original signature; therefore, faxed application packages will not be accepted for any reason. The following are some options readily available to applicants for ensuring that application packages are postmarked or received by the final filing date:

1. Use certified mail with the U.S. Postal Service
2. Use return receipt feature with the U.S. Postal Service
3. Ask for a receipt when hand delivering to the Human Resources Office

Questions regarding this examination may be directed to: KC Groppe at (916) 574-8305.